

# ANA ROSALES

[linkedin.com/in/ancrosales](https://www.linkedin.com/in/ancrosales)

## EDUCATION

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**Santa Clara University, Santa Clara, CA**

**September 2019 - June 2023**

Bachelor of Arts | Major in Communication, Minor in Creative Writing

*Summa Cum Laude*

## EXPERIENCE

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Conference Services Representative - Santa Clara University, *Santa Clara, CA*

**May 2022 -  
Current**

- Manage front desk, including guest check-ins, questions, and phone calls
- Collaborate with other departments for maintenance, safety, and guest assistance
- Set up guests rooms by providing linens and amenities, assist with tech troubleshooting, navigation, and food/recreation recommendations
- Drive conference guests to on-campus destinations via shuttle service

Neighborhood Representative - SCU Residence Life, *Santa Clara, CA*

**August 2022 -  
June 2023**

- Completed administrative duties: desk reports, maintenance requests, and event proposals
- Hosted programs on diversity, personal development, and community-building
- Worked with campus resources for community safety, including emergency response

President, Treasurer, PR - SCU Stand Up Comedy Club, *Santa Clara, CA*

**April 2020 -  
June 2023**

- Oversaw coordination of production and media services for quarterly show
- Managed club budget: tracked spending and submitted funding requests
- Ran club social media: responded to comments and DMs, created promotional posts, distributed newsletter

Contest Reader - American Zoetrope, *Remote*

**July -  
December 2021**

- Read and evaluated feature screenplay submissions
- Provided written summaries, coverage, and recommendations

Production Assistant - *Homesick* dir. Valeria Contreras, *El Paso, TX*

**June 2021**

- Transported equipment from different locations throughout three days of shooting
- Fulfilled minor script supervisor duties and shadowed producer on set
- Assisted crew with craft services

## SKILLS

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- Procreate, Sketchbook, Photoshop
- Final Draft 12
- Google Suite (Docs, Sheets, Slides)
- Microsoft Office (Word, Excel, PowerPoint)
- Bilingual (English and Spanish)
- Proofreading and coverage
- Public speaking and presentation
- CapCut and other video editing software

## INTERESTS

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Playwriting and dramaturgy, publishing, television animation (LXiA member), illustration, TV/feature development and pre production, social justice and the arts, meaningful representation in media, narrative fiction with diverse casts.